

## Office Building Window Replacement

Deadline Date: August 21, 2017 at 2:00 P.M.

### PURPOSE

The purpose of this Request for Bids is to solicit sealed bids for construction services for the Office Building Window Replacement project at the Sussex County Courthouse Complex which consists of the replacement of approximately (28) double hung windows and refurbishment of approximately three (3) fixed circular windows. Work is to be Substantially Complete within 60 days after County issuance of the Notice to Proceed.

### BID DOCUMENTS

Interested parties may become a registered Plan Holder by purchasing CD ROM of electronic printable Bidding, Contract Documents, Specifications, and Drawings for the non-refundable amount of \$25.00. Requests and payments must be received at least 14 days prior to the deadline for receiving bids. Bid documents are available via by submitting a written request and nonrefundable fee by check only to Moseley Architects, 3200 Norfolk Street Richmond, VA 23230.

Provide the following information with the request:

- General Contractor Company name
- Contact name
- Email address
- Physical address
- Mailing address
- Telephone number
- Fax number

The CD ROM will be delivered first class mail unless overnight delivery is requested and paid for by the Bidder.

Addenda to the project, if any, will be posted on Sussex County's website [www.sussexcountyva.gov](http://www.sussexcountyva.gov) and at [www.moseleyarchitects.com/bidding](http://www.moseleyarchitects.com/bidding). As a courtesy, the Architect will attempt to notify those entities that have registered as a plan holder the status of Addenda posting via email and facsimile; however, irrespective of whether such notice is given, or received, each bidder is responsible for visiting the website and determining if any Addenda have been issued prior to submitting a bid for this project. All Addenda, if any, shall be acknowledged in the designated location on the Bid Form.

Registered Plan Holders may make copies for purpose of directly bidding the project but are not permitted to re-sale, copy, or re-distribute printed plans and specs or the CD ROM except for direct purpose of bidding the project. Bids will not be accepted from any firm who is not registered as a Plan Holder (Purchaser).

Plans are also available for inspection at the County Administration Building (20135 Princeton

Road, Sussex, VA 23884) during normal business hours.

## PRE-BID CONFERENCE

A mandatory pre-bid conference will be held on August 14, 2017 at 2:00 P.M. at the Treasurer and Commissioner's Office Building, located at 15074 Courthouse Rd, Sussex, VA 23884. The purpose of this conference is to allow potential bidders an opportunity to view the scope of work and present questions, to ensure bidders have a clear understanding of the scope of the Work and requirements of this solicitation. Any firm submitting a bid without attending this conference shall be deemed non-responsive.

Bring a copy of the solicitation with you. Copies of the solicitation will not be available at this meeting. Any clarifications or revisions to the bidding documents resulting from this conference will be issued in a written Addendum to the solicitation.

## QUESTIONS

For questions concerning the bid documents, submit online at [www.moseleyarchitects.com/bidding](http://www.moseleyarchitects.com/bidding), and also by email to Mr. Vandy Jones, at [vjones@sussexcountyva.gov](mailto:vjones@sussexcountyva.gov) no later than seven (7) days prior to date and time set for receipt of bids.

### 1. BID PREPARATION AND SUBMISSION INSTRUCTIONS

#### 1.1 GENERAL INSTRUCTIONS

A. Bids shall be submitted in a sealed envelope properly marked on the outside as "Office Building Window Replacement."

B. The County will accept sealed bids until 2:00 P.M., Monday, August 21, 2017. Bids will be received at the County Administration Office located at 20135 Princeton Road, Sussex, Virginia, 23884. Bids may also be mailed to Sussex County Administrator's Office, P.O. Box 1397, Sussex, Virginia, 23884. The County shall not accept any bids after this date and time. Any bids received after the specified date and time will not be considered. Shortly after receipt of all bids, the bids will be publicly opened and read aloud.

The County is not responsible for any delay in delivery by USPS, UPS, FedEx or other delivery services. It is the responsibility of the Bidder to see that proposals are received on time and in the proper location.

#### 1.2 BID BOND OR GUARANTEE

Each bid shall be accompanied by a bid bond or guarantee of five percent (5%) of the amount of the bid, which shall be a certified check, cash escrow or a bid bond payable to the Treasurer of the County of Sussex. Such bid bond or check shall be submitted with the understanding that it

shall guarantee that the Bidder will not withdraw such bid during the period of sixty (60) days following the opening of bids; that if such bid is accepted, the Bidder will accept and perform under the terms of the Invitation for Bids and contract. The bid bond or guarantee will be returned to all Bidders following full execution of the resulting contract.

### 1.3 PAYMENT AND PERFORMANCE BOND REQUIREMENTS

If awarded the contract, the contractor shall submit both a payment bond and a performance bond equal to the sum of the contract amount. The contractor may submit certified checks, cash escrows, personal bonds, or bank letters of credit equal to the sum of the contract amount, in lieu of the payment and performance bonds.

THE COUNTY OF SUSSEX DOES NOT DISCRIMINATE IN THE SOLICITATION OR AWARDING OF CONTRACTS ON THE BASIS OF RACE, RELIGION, FAITH-BASED ORGANIZATIONS, COLOR, NATIONAL ORIGIN, AGE, DISABILITY OR ANY OTHER BASIS PROHIBITED BY STATE OR FEDERAL LAW. THE COUNTY RESERVES THE RIGHT TO WAIVE MINOR INFORMALITIES, TO REJECT ANY/OR ALL BIDS AND TO AWARD THE BID CONSIDERED TO BE IN THE BEST INTEREST OF THE COUNTY.

**BID FORM  
AND  
PRICE  
SHEET**

**BID FORM**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Official Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

FIN or SSN: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**BID PRICE SHEET**

The bidder will furnish all necessary materials, equipment, machinery, tools apparatus, means of transportation and labor necessary to install twenty (28) new windows and the refurbishment of approximately three (3) fixed circular windows according to the specifications provided herein (to include window demolition, abatement and disposal; and miscellaneous interior trim, sealant and paint) for a lump sum fee.

LUMP SUM BID: \$ \_\_\_\_\_